



EASTERN AREA COORDINATING GROUP

PRIORITY TRAINEE PROGRAM

GUIDELINES AND STANDARD OPERATING PROCEDURES

Priority Training Program Guidelines

- Nomination forms are to be received by each agency EA Training Working Team (EATWT) representative by January 31 for participation in the current program.
- Nominees must meet the NWCG 310-1 prerequisites for the trainee position for which they are applying; Forest Service trainees must also meet the 5109.17 requirements. Trainees must also be in possession of an initiated Position Task Book (PTB).
- The Priority Trainee (PT) program is designed for National Mobilization training assignments. If training opportunities develop within the Eastern Area, EACC will utilize the PT availability list to facilitate trainee assignments as necessary.
- An agency can nominate a person for any trainee position in which they qualify. However, take into consideration the positions being requested for incident support. It is not common for a geographic area to receive trainee requests i.e.: EDRC, SCKN, FFT1, FFT2, CRWB resources. These lower positions are ones that we should be able to locally work with partners to make trainee opportunities happen.
- Limit nominations to one trainee position per individual per calendar year.
- All agencies agree not to nominate a trainee until all of the prerequisites and qualifications for that trainee position have been completed.
- It is the responsibility of the home agency to ensure that the trainee position of the PT candidate is reflected in a current IQCS/IQS record and imported into Resource Ordering and Status System (ROSS) by **February 28** of the current year.
- In order for the PT program to succeed, it needs total commitment by the individual, the Supervisor, and the Agency Administrator. All signatures are required on the nomination form.
- An IQS/IQS Master Record Fication Card (Red Card) must be submitted with the nomination form.
- Nominations that are not timely and complete will be returned to the EACG Agency Representative and will not be considered.

PT Program Standard Operating Procedures

- During the availability period, the Priority Trainee will have the **trainee qualification “visible” and statused available “National” in ROSS through appropriate dispatch channels.** All other qualifications will be hidden. It is the responsibility of the Trainee to notify the Eastern Area’s Geographic Area Training Representative (GATR) via e-mail or phone of their current availability.
- Priority Trainees agree not to accept any other assignments.
- If a Priority Trainee refuses an assignment the individual will be dropped from the list. The GATR will notify the trainee’s EACG Agency Representative that the individual has been dropped.

- The Priority Trainee may remove their name from the PT availability list for good reason (management, personal, medical) through their respective agency, GATR and appropriate dispatch channels.
- The EACC fills incident requests based on a current PT availability list provided by the GATR. Open communications between the Priority Trainee, GATR, EACC and local dispatch regarding availability status is critical especially during National Preparedness Level 3 and above.
- All sponsoring agencies will notify the GATR when task books have been completed and the individual is no longer a trainee in the identified position.

For additional information please contact EA GATR, Matt Dillon by e-mail matthewdillon@fs.fed.us or by phone at (610) 557-4143.